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**Soil and Groundwater Closure Projects**  
**WSRC-RP-98-4129, Rev. 3, Effective April 2004**

# **Administrative Style Guide**

Approval Sheet

For

Soil and Groundwater Closure Projects Administrative Style Guide

WSRC-RP-98-4129, Rev. 3, Effective Date: April 2004

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## Chapter

# 1

## 1.0 Document Format

The material in this chapter addresses general format requirements for Soil and Groundwater Closure Projects (SGCP) documents. These requirements do not supersede special format requirements mandated for specific documents by special task orders.

To ensure standardization of document format requirements, electronic templates have been developed by the SGCP Regulatory Documents group. The templates are available on the SGCP home page and should be used whenever possible to help document developers meet document format requirements.

### 1.1 Typographical Specifications

The font type for SGCP text and headings is Times-New Roman. With the exception of the Statement of Basis/Proposed Plan (SB/PP), the font size for SGCP documents is 12 point for text, headers, and page headings. The SB/PP, which is two-columned, uses a 10-point font.

All text is fully justified, and line spacing is set at 1.5. Paragraph spacing is set at 12 points before and 3 points after.

## **1.2    Pagination**

The title and disclaimer pages should not have page numbers. Front matter (table of contents, list of acronyms and abbreviations, executive summary, etc.) should be paginated using lowercase Roman numerals and begin with page *iii* since the title page and disclaimer page are considered pages *i* and *ii*. Certain document formats, however, will call for placing the executive summary in its own section, in which case the pages for that section will be numbered as ES-1 and so on. See your PTTL or refer to the *Regulatory Handbook* for questions regarding required document formats. Certification pages and approval sheets are not included in the page number count. The body, or text, of the document should be numbered using Arabic numerals, either consecutively (e.g., 1,2,3) or by section (e.g., 1-1), as required by document type. Consult the SGCP Regulatory Document group if you have a question. Documents of great length such as the RCRA Facility Investigation (RFI)/Remedial Investigation (RI)/Baseline Risk Assessment (BRA) are usually numbered by section. Appendix pages should be numbered in a manner consistent with their designator (e.g., A-1, A-2) unless otherwise specified. For the work plan, RFI/RI/BRA, and Corrective Measures Study (CMS)/Feasibility Study (FS), the page numbers are identified in the footer, centered, and bolded. A border is used to separate the footer from the text body on each page.

## **1.3    Page Headers**

Page headers appear on every page of a document except the title page and disclaimer page. For the work plan, RFI/RI/BRA, and CMS/FS, the header contains the title of the report, flush left, and the document number, revision number, and date, flush right. This information is bolded. A bottom border is used to separate the header section from the rest of the page.

An example of a typical format for the ROD, the SB/PP (font 10 point), and the post-ROD documents is depicted below.

<b>SB/PP for the Ford Building Seepage Basin (U)</b>
<b>Savannah River Site</b>
<b>May 2001</b>

<b>WSRC-RP-2000-4033</b>
<b>Revision 0</b>
<b>Page 3 of 150</b>

## **1.4 Typical Header with Page Number**

For the Record of Decision (ROD), the SB/PP, and the post-ROD documents, the page number is included in the header on the upper right-hand corner, below the revision number, and the date appears below the title.

## **1.5 Title Page**

The title page includes the following information: document number, date (month, year), title (with classification indicated in parentheses), Savannah River Site (SRS) logo, preparer identification, contract number, and client identification. Figure 1 depicts the layout for the title page.

(EXAMPLE)

United States Department of Energy

Savannah River Site

**Record of Decision  
Remedial Alternative Selection for the  
Name of Unit (Bldg. No.) (U)**

CERCLIS # XXXX

WSRC-RP-YYYY-XXXX

Revision X

Month Year

Prepared By:  
Westinghouse Savannah River Company LLC  
Savannah River Company  
Aiken, SC 29808



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Prepared for the U. S. Department of Energy under Contract No. DE-AC09-96-SR18500

**Figure 1. Standard Cover Page for Soil and Groundwater Closure Projects Documents**



## 1.6 Disclaimer Statement

A disclaimer statement is included with each report. It may be placed on a single page following the title page or on the back of the title page. (No page number is indicated on the title page or disclaimer page). All information is centered on the page and is written in Times-New Roman, size 12 font. A disclaimer statement is depicted in Figure 2.

### (EXAMPLES)

**This report was prepared by Westinghouse Savannah River Company LLC (WSRC) for the United States Department of Energy under Contract No. DE-AC09-96SR18500 and is an account of work performed under that contract. Reference herein to any specific commercial product, process, or services by trademark, name, manufacturer or otherwise does not necessarily constitute or imply endorsement, recommendation, or favoring of same by WSRC or the United States Government or any agency thereof.**

**Printed in the United States of America**

**Prepared for  
U.S. Department of Energy  
and  
Westinghouse Savannah River Company LLC  
Aiken, South Carolina**

**Figure 2. Disclaimer Statement**

## **1.7 Front Matter**

Front matter follows title and disclaimer pages and consists of an executive summary (if required), table of contents, and lists of figures, tables, and acronyms and abbreviations. In some cases, a conversion chart may be required. See the Project Task Team Lead (PTTL) concerning the need for conversion charts. Front matter should be presented in the order listed and paginated using lowercase Roman numerals, starting with iii (the title and disclaimer statement pages are considered to be *i* and *ii*). This specification is built in to the electronic templates on the SGCP Home Page.

### **1.7.1 *Executive Summary***

An executive summary is a condensed version of the document. It includes the essential message of the document: controlling idea, major findings, and conclusions and recommendations. The summary should be able to stand alone in meaning. Ideally the summary should be between two and five pages.

The executive summary begins on page iii, at the beginning of the document, following the disclaimer but before the table of contents.

Some documents do not require an executive summary. See your PTTL to determine whether or not one should be included.

### **1.7.2 *Table of Contents***

The table of contents presents an outline of the document and identifies the page numbers of the document and corresponding figures and tables. It also includes the executive summary (if used), the acronym/abbreviation list, and references. Some documents may include additional requirements (e.g., conversion chart or glossary). Consult the PTTL, the annotated outlines in the *SGCP Regulatory Document Handbook*, or the SGCP document templates in the SGCP Home Page for section and subsection headings.

The entries in the table of contents are all bold, and use the Times-New Roman font. The following illustration is a sample of a table of contents for a document that is divided into sections.

**(EXAMPLE)**  
**TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>PAGE NO.</u></b>
<b>EXECUTIVE SUMMARY .....</b>	<b>iii</b>
<b>LIST OF FIGURES .....</b>	<b>iv</b>
<b>LIST OF TABLES .....</b>	<b>v</b>
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<b>1.1 Purpose and Scope .....</b>	<b>1</b>
<b>1.2 General Description and History of the Unit .....</b>	<b>2</b>
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### 1.7.3 *List of Acronyms and Abbreviations*

The items included on this page (acronyms and units of measure used in the report) are listed alphabetically. The list is left-justified with a single return between items. The title is centered and written in all caps.

Every acronym that appears in the text of a document must be included in the acronym list. Although acronyms are generally only spelled out the first time they are listed in text, in lengthy documents, such as the RFI/RI/BRA, acronyms are spelled out at the beginning of each chapter. (Consult the PTTL). Measurement abbreviations are included on the acronym list also; they need not be spelled out in text. Do not include chemical elements or radionuclide designations in the list. Minimize use of acronyms in all documents, especially the SB/PP and other documents that are intended for the general public.

A sample of a list of acronyms and abbreviations is depicted below. Note that when you spell out an acronym, it is not necessarily rendered in all initial caps. The standard rules of capitalization still apply. Items in this list should be in singular form.

#### **LIST OF ACRONYMS AND ABBREVIATIONS**

ARAR	applicable or relevant and appropriate requirement
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
EPD	Environmental Protection Department
ft	foot
HASP	health and safety plan
MCL	maximum contaminant level
USDOE	United States Department of Energy
USEPA	United States Environmental Protection Agency

#### ***1.7.4 List of Figures and Tables***

Lists of figures and tables identify the titles and page numbers of the items. The figures list is placed before the tables list. Figure and table lists are bolded and use the Times-New Roman font.

**(EXAMPLE)**

**LIST OF FIGURES**

**Figure 1. Estimated Radionuclide Releases to the OFASB..... 1-3**

**Figure 2. Estimated Chemical Releases to the OFASB ..... 1-5**

**LIST OF TABLES**

**Table 1. Plan View of OFASB ..... 2-6**

**Table 2. Section View of OFASB ..... 2-8**

### **1.8 Body**

The *body* of the document is the text. The requirements for the text are described in the first part of this chapter under *Typographical Specifications*.

### **1.8.1 Headings**

First- through fourth-level headings are bolded. First-level headings are written in all caps; headings thereafter are written with initial caps only (except for prepositions, articles, and conjunctions). Third-level headings are italicized while fourth-level headings are underlined. Two-lined headings should be single-spaced. If fifth-level headings are used, they are written in initial caps only but are not bolded or underlined.

- |   |
|---|
| <p><b>4.0</b>      <b>PROTOCOLS</b></p> <p><b>4.1</b>      <b>Site Evaluations</b></p> <p><i>4.1.1</i>    <i>Newly Discovered Area</i></p> <p><b>4.1.1.1</b>   <u><b>Additional Investigation</b></u></p> |
|---|

See the *SGCP Regulatory Document Handbook* for standard formats for documents.

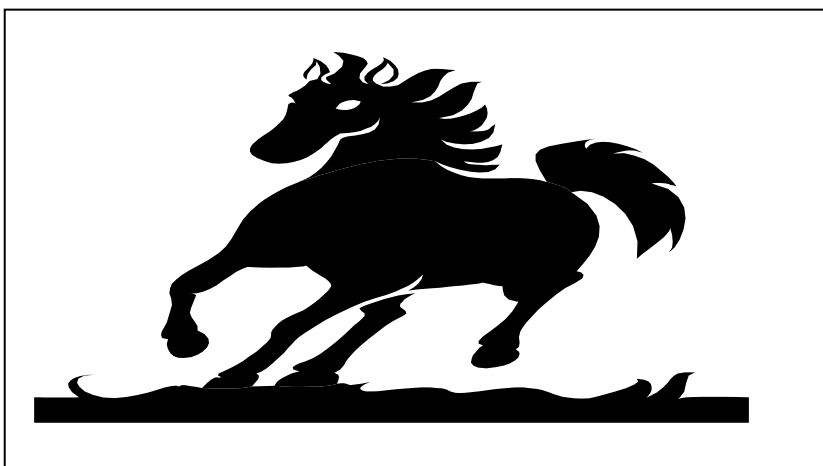
### **1.8.2 Figures and Tables in Text**

When possible, figures and tables should be inserted in the text immediately after they are referenced. The placement should enable the reader to view the insert easily when reading the associated text. If the document contains a large number of figures and tables, they may be placed at the end of their corresponding sections. All figures and tables must be cited in the text before the figure or table first appears.

Figures and tables should be numbered in the order in which they are first called out in text. If the document is ordered by chapter and section, both figures and tables are numbered according to the chapter and the section in which they appear (e.g., Figure 1.5-2 or Table 2.1-3).

### 1.8.3 Captions

Words in a title have initial-capped letters except prepositions, articles, and conjunctions. Figure titles are placed below the figure with the title following the number; table titles are placed above the table with the title following the number. Both table and figure titles are always bolded and left-justified. Examples of figure and table captions are depicted below.



**Figure 1. Horse in Motion**

**Table 1. Final Constituents of Concern with Selected RGOs**

<b>Final COCs</b>	<b>Maximum Concentration Detected (µg/L)</b>	<b>Average Concentration in Groundwater (µg/L)</b>	<b>Selected RGO (µg/L)</b>
Tetrachloroethene	85	2.1	5.0
Trichloroethene	1151	8.0	5.0
cis-1,2-Dichloroethene	457	4.88	70.0
total-1,2-Dichloroethene	68.6	21.24	70.0
1,1-Dichloroethene	0.84	0.399	7.0
Vinyl Chloride	52	1.1	2.0
Benzene	6.2	0.22	5.0
Dichloromethane (Methylene Chloride)	9.5	0.16	5.0

## **1.9 Back Matter**

This section of a document consists of the reference list, the appendices, and, in some cases, figures, tables, and a glossary. In some SGCP documents, the reference list is included as the final chapter. Consult your PTTL or the *SGCP Regulatory Document Handbook* in SGCP Home Page for specific document outline requirements.

### **1.9.1 References**

References should be cited for any information that is quoted, paraphrased, or summarized from any other work. SGCP uses the author-date system of documentation. The system comprises two parts: the references cited in the text of the document (usually enclosed in parentheses) and the list of sources, the *reference list*, cited at the end of the document.

#### **1.9.1.1 Author-Date Text Citations**

References in the body of the text are cited by listing the sponsoring agency's name, or the author's last name if there is no agency, and the year of publication. This information should appear in parentheses immediately after the information to which it applies.

**According to the *Guidance on Reports* (USEPA 1987).....**

For multiple references, punctuate using semicolons if references have internal commas (e.g., James, Stanford, and Brown 1988; USEPA 1987). For more than three authors, use the name of the first author followed by et al. (e.g., Zipursky et al. 1959).

Do not use a reference citation such as USDOE 1995 or USEPA 1987 as a substitute for the document title in text. (For example, don't say, "According to USDOE 1995, the alternative is not feasible."). Instead, use the actual document title or use a generic



reference to the document in question and follow it with the citation in parentheses. (According to USEPA guidance (USEPA 1995), the alternative will be cost effective.)

If two or more works by a single author or team of authors have the same date of publication, alphabetical identifiers must be given.

**(Jacoby 1998a, 1998b) - (Fredrickson and Bell 1977a, 1977b)**

In the reference list, these entries are placed in alphabetical order by title. See the example in the section on the reference list.

#### **1.9.1.2      List of Sources Cited (Reference List)**

The reference list follows the main body of the document either as the last section or following the last numbered section. List references in alphabetical order and do not number them. Separate references by a single line. Two or more works by the same author or authors published in the same year are distinguished by letters, in alphabetical sequence, following the date. The works published in one year are alphabetized by title.

WSRC, 1997a. *Air Flow Evaluation Report for D-Area Bioventing Optimization Test (Phase 2), Environment Restoration Support*, WSRC-TR-97-0104, Rev. 2, Westinghouse Savannah River Company, Savannah River Site, Aiken, SC

WSRC, 1997b. *Evaluation of D-Area Oil Seepage Basin Bioventing Optimization Test Sediment Samples Data*, WSRC-TR-97-00399, Rev. 3, Westinghouse Savannah River Company, Savannah River Site, Aiken, SC

WSRC, 1997c. *RCRA Facility Investigation/Remedial Investigation Report and the Baseline Risk Assessment for the D-Area Oil Seepage Basin (63I-G) (U)*, WSRC-RP-96-00154, Rev. 1.1, Westinghouse Savannah River Company, Savannah River Site, Aiken, SC

## Books

### Book Title with Edition

Author (last name first), year of publication. *book title*, edition (if not the first), place of publication: publisher

**Omsby, F.L., 1997. *Systems Analysis Techniques*, 3<sup>rd</sup> ed., New York: Alfred A. Knopf**

### Book Title with Volume Number and Volume Title

Author, year of publication. *book title*, volume number, *volume title*, edition, publisher, place of publication

**Omsby, F.L., 1997. *Systems Analysis Techniques: A Study*, Vol. III, *Analytical Methods*, 3<sup>rd</sup> ed., Alfred A. Knopf, New York**

### Book Title with Volume Number Alone

Author, year of publication. *book title*, edition, publisher, place of publication:, and volume number

**Omsby, F.L., 1997. *Systems Analysis Techniques: A Study in Method*, 3<sup>rd</sup> ed., New York: Alfred A. Knopf, Vol. III**

## Articles

### Article in a Reference Work

Author, year. "article title," *name of reference book*, edition number (if not the first edition)

**Cracraft, Joel. 1984. "Animal Systematics," *Encyclopedia Americana*, 8<sup>th</sup> ed.**

### Article in a Journal

Author, year. "article title," *title of journal* (frequently abbreviated), volume number, issue number

**Phyllis Berman, 1997. "Computer-aided Manufacturing," *Harvard Business Review*, Vol. II, No. 6, November-December**

## Reports

Author (company), date. *title*, report number, revision number, company issuing report and location, city, state

**WSRC, 1997. *Record of Decision Remedial Alternative Selection for the Old F-Area Retention Basin (904-49G) (U)*, WSRC-RP-96-872, Rev. 2, Westinghouse Savannah River Company, Savannah River Site, Aiken, SC**

## Procedures

Manual number, *manual title*, procedure number, "procedure title," revision number, effective date

WSRC-4Q, *Industrial Hygiene Manual*, Procedure 104, “Occupational Health Hazards Program,” Rev. 1, Effective Date: 3/31/98

### Web Sites

Author, *title*, web listing in italics (date)

Gray, Christopher, “A Review of Two Methods for Predicting Earthquakes,”  
<http://www.engr.wisc.edu/uer/uer> homepage.html (July 1995)

### 1.9.2 Appendices

An appendix expands items discussed in the document without cluttering the text. The appendices should follow the reference section. Appendix pages should be numbered in a manner consistent with their designator (e.g., A-1, A-2) unless otherwise specified.

The term *appendix* is not interchangeable with the term *attachment*. An attachment is not a part of the main report. Rather it is a stand-alone document (with an independent document number) that may be used to supplement a reader’s understanding of a report.

## Chapter

# 2

## 2.0 Punctuation

This chapter addresses standard punctuation rules, focusing on those most commonly violated in technical report writing.

### 2.1 Commas

#### Independent and Dependent Clauses

Use a comma between two independent clauses if the clauses are joined by a conjunction.

**Excavated areas were backfilled, and erosion measures were implemented.**

Use a comma after the dependent clause if it precedes an independent clause.

**If it is necessary, consult with the U.S. Forestry Department for vegetation requirements.**

Do not use a comma after an independent clause when it is followed by a dependent one.

**Consult with the U.S. Forestry Department for vegetation requirements if it is necessary.**

Do not use a comma before *because*.

**I will not attend because it will bore me.**

Use a comma to set off coordinate adjectives (i.e., adjectives that independently modify the noun).

**She was formerly on the staff of the embassies in Moscow, Berlin, Vienna, and Madrid.**

#### Compound Predicates

Do not use a comma to separate compound predicates (two or more verbs that share the same subject).

**The samples were carried to the lab and placed in special packages.**

#### Nonessential and Essential Clauses

Use a comma to set off nonessential clauses and phrases.

**The site safety officer, *who is assigned by the site superintendent*, is responsible for surveillance. (The phrase *who is assigned by the site superintendent* is not essential to the meaning of the sentence.)**

Do not set off essential clauses with commas.

**The sample that was taken yesterday must be submitted today. (The phrase that was taken yesterday is essential to the meaning of the sentence.)**

#### Items in a Series

Use a comma to set off items in a series. In technical writing, always use the comma before the *and* in a series of items.

**The data should be presented with regard to half-life, solubility, density, and pressure.**

#### Numbers and Dates/Cities and States

Use a comma in a number with four or more digits, such as 134,000.

Use a comma before and after the year when the month, date, and year are given but not between the month and year.

Use two commas to set off the name of a state or a county when it directly follows a city or county.

**January 24, 1989; January 1989**

**The plane landed in Kampala, Uganda, that evening.**

## 2.2 Colons

### Lists

Use a colon to signal a list or a follow-up explanation. A colon should follow a complete statement.

**We need the following equipment immediately: a voltmeter, a generator, and two sets of insulated gloves.**

## 2.3 Semicolons

### Independent Clauses

Use a semicolon between two independent clauses if they are closely related by content or idea and are not connected by a coordinating conjunction (and, or, but, for, yet, nor).

**The circles are spaced at 90° intervals; the other objects are 45° apart.**

### Items in a Series

Use a semicolon to separate items in a series when the items contain internal punctuation.

**The following people attended the meeting: Joe Hoosier, president of the council; Helen Bergeron, vice-president of the class; and Fred Green, mayor of the town.**



## 2.4 Hyphenation

### Compound Words as Nouns

A compound word is a word group that works together as a unit to express a single concept. If you are unsure of whether to hyphenate in cases in which the word group acts as a noun, check the word list in this document, the dictionary, or the WSRC *Word List*. Many compounds have, through usage, become established as common parts of the language.

### Compound Words as Modifiers

Use a hyphen between compound words that act as a single modifier of a noun; ordinarily, however, no hyphen is used between an adverb and an adjective.

**Examples: fast-acting medicine; input-output device; generally recognized categories; rapidly changing plans, an F-Area building, an R-Reactor process (note: no hyphen is used with area designators unless the designator is used to modify another word, i.e., A Area but an A-Area building.)**

Some words that are used to act as a single modifier are commonly used as a unit and therefore usually do not require a hyphen.

**Examples: a dry goods store; a data processing program**

## 2.5 Chemical Names

Chemical names used as modifiers before a noun are not hyphenated.

**Examples: a sodium hypochlorite bleach; a citric acid solution**

## 2.6 Italics

### Words Used as Words

In running text, when a word or term is referred to as the word or term itself and is not being used functionally to convey its meaning, it is commonly set in italics. Use quotations when you refer to spoken language or when you use a term as a quotation.

***Correctness* and *justness* are not synonyms.**

**Did she say “correctness”?**

### Titles

Use italics for titles of books, periodicals, newspapers, and reports.

**Hildebrand L.M., *Reference Book of Inorganic Chemistry*, 3<sup>rd</sup> ed., The MacMillan Co., New York 1951**

## 2.7 Quotation Marks

### Quoted Material

Use double quotation marks to indicate directly quoted material. Use single quotation marks to indicate a quotation within a quotation. Periods and commas go inside the closing quotation mark (the preferred American style).

### Blocks of Quoted Material

Format quoted material of ten or more lines as a block; indent both margins from the main text, omit quotation marks, and single-space the text.

## 2.8 The Apostrophe

### Possessive and Personal Pronouns

Personal pronouns never require an apostrophe. Note that the pronoun *its* does not have an apostrophe. *It's* is a contraction for *it is* and should not be used in technical writing.

The possessive of singular nouns ending in *s* is formed by adding 's if the *s* is to be pronounced as an extra syllable. The possessive of plural nouns that end in *s* is formed by adding an apostrophe only.

### Joint Possession

In joint possession, the last noun takes the possessive form (Fred and Bill's wagon). In individual possession, each noun takes the possessive form (Fred's and Bill's wagons).

### Possessive Compound Words

In compound words, the possessive form is usually added to the last word (the Secretary of Energy's plan).

## **2.9 Acronyms**

Form the possessive acronym by adding *s*. Do not use the apostrophe to indicate the plural form of an acronym. Use a lowercase *s* without an apostrophe.

## Chapter

# 3

## 3.0 Standard Usage

This chapter will address common usage rules for capitalization.

### 3.1 Capitalization

#### Personnel Titles

Do not capitalize titles unless they precede a name (e.g., first line supervisor, project engineer).

#### Organizations

Capitalize specific names of organizations, specific departments within an organization, and groups within the organizations but not the generic description.

**The Radiological Control and Health Physics Department was annexed. If department members have questions, let them contact their supervision.**

### Areas or Buildings

Capitalize official area names but not generic specific names.

**100-K Area**

**high-level caves**

**C Area**

**FB-Line**

**reactor areas**

**burial ground**

Do not capitalize *building* unless it is used with a number or proper name.

**Building 221; Building 703-A**

Do not capitalize a common noun used alone as a substitute for the name of a place or thing except in the case of Site for Savannah River Site.

**Reactor Areas**

### Direction

Do not capitalize geographic direction (north, east) unless it is used as a proper noun.

**The Southeast suffered serious drought during the months of July and August so Fred and Sam drove north to find some relief.**

### Process, System, and Component Names

Capitalize process names if they are proper nouns. When the word *process* follows the name, it is usually not capitalized.

### Trade Names

Capitalize trade names. Trade names should be followed with the superscripted letters TM (e.g., ASCAD<sup>TM</sup>). Through common usage, some trade names become a generic term for all products of that kind (e.g., borax,), in which case they are not capitalized. If you are in doubt, check a dictionary.

### Governmental Bodies

Capitalize governmental units as part of a proper noun.

**State of South Carolina; Aiken County; District of Columbia**

Full names of legislative, deliberative, executive, and administrative bodies are capitalized. However, nonspecific noun and adjective references to them are usually lowercased. The terms *federal* and *national* are capitalized only when they are essential elements of a name or title.

**United States Congress; the Federal Bureau of Investigation; U.S. Department of Energy; U.S. Environmental Protection Agency, congressional hearings; federal and state regulations; a federal agency, Federal Trade Commission; federal court; National Security Council; national security**

## **3.2 Scientific Names**

Names of geological eras, periods, epochs, series, and episodes are capitalized but not the words *era*, *period*, *epoch*, etc.

**Cenozoic era; Pliocene era; late Pleistocene time**

Chemical names and radiations are lowercased when written out, but chemical symbols are capitalized.

**sulfuric acid; beta; alpha; NaCl; H<sub>2</sub>SO<sub>4</sub>**

### 3.3 Acronyms

Acronyms are always rendered in all caps. However, when the word or phrase is spelled out in front of the acronym, it is not written in all caps unless it is a proper noun. Refer to the *WSRC Word List* if you are unsure of how to treat an item.

**as low as reasonably achievable (ALARA)**

**Allied General Nuclear Services (AGNS)**

**advanced communications function (ACF)**

**Atomic Energy Commission (AEC)**

An article that precedes an acronym is determined by the sound of the first letter of the acronym if it is pronounced as a series of letters and by the sound of the word if the acronym is pronounced as a word.

**An NAACP position**

**A TVA power station**

**A NATO meeting**

**An LCD**

### 3.4 Numbers

Spell out the numbers *one* through *nine* in text when they are *not* used with units of measure (e.g., six pigs; 8.5 pCi; 24 hours; 15 minutes) and when they are used with units of time (eight days; 34 days).



In mathematical, statistical, technical, or scientific text, physical quantities such as distance, lengths, areas, volumes, masses, pressures, and so on are expressed as numerals, whether whole numbers or fractions.

**5 mi; 240 volts; 3 lb; 3.5 ft<sup>3</sup>**

Spell out numbers if they come at the beginning of a sentence. Since this often appears awkward, it is best to arrange your sentence so that the number does not open the sentence.

Use a preposition instead of a dash to express units of measure such as 1 to 4 ft.

### **3.5 Abbreviations and Acronyms**

Refer to *WSRC-IM-97-6-13, Word List Westinghouse Savannah River Company*, for a list of approved technical abbreviations.

#### Units of Measure

Do not modify abbreviations of units of measure to make them plural. The number preceding a unit of measure determines whether it is singular or plural (e.g., 14 lb or 1 lb).

Do not use an abbreviation for a unit of measure unless a number precedes it.

Use the abbreviated form for a unit of measure if a number precedes it.

**7 lb**

Units of measure are given in metric units followed by American standard units in parenthesis when they are written in text.

#### Periods with Abbreviations

Do not use periods with most abbreviations with the exception of Latin abbreviations (e.g., i.e.).

### **3.6 Bullet Lists and Numbered items**

Bullet lists or numbered lists are used for lists containing more than two items. Items are numbered only if they have special rank, sequence, or significance. Bullets are used when the items are equally important. You may use any of the following styles for lists but you must use that style consistently throughout the document.

#### Introductory Statements

The terms *as follows* and *the following* in a statement introducing a bullet or numbered list require a colon if followed directly by the bullet or numbered item.

Do *not* use a colon if the list is a complement or object of an element in the introductory clause.

**The metals excluded were**

- **molybdenum,**
- **mercury, ...**

### **3.7 Lists of Sentence Fragments**

When you use sentence fragments in a displayed list, punctuate them, as they would appear in a non-displayed series. The first letter of the first word is not capitalized. The items are followed by commas (or semicolons if they contain internal commas) except for the last item, which ends with a period.

**Environmental monitoring included sampling for**

- radon concentrations in air,
- radium-226 in surface water,
- and thorium-230 in groundwater.

### **3.8 Lists of Complete Sentences**

If the items in the list are complete sentences, each item should begin with a capital letter and end with a period.

### **3.9 Lists of Fragments Mixed with Sentences**

Do not mix fragments with sentences in lists. The syntactical arrangement of your items should be parallel in form – all fragments or all complete sentences.

## Chapter

# 4

## 4.0 Style and Readability

You cannot communicate effectively with your readers if you burden them with a cumbersome, convoluted, or wordy style of writing. The following guidelines will help you to simplify and clarify your writing.

### 4.1 Simplify Your Sentences

Eliminate unnecessary words; substitute one word for several whenever possible. Get rid of anything that adds no meaning. Don't use a whole phrase when one word will do.

#### Avoid Needless Phrases.

**at a rapid rate = rapidly**

**due to the fact that = because**

**would be able to = could**

**readily apparent = obvious**

**conduct an inspection of = inspect**

Eliminate Redundancy.

**a dead corpse**  
**completely eliminate**  
**basic essentials**  
**mutual cooperation**  
**end result**  
**consensus of opinion**

Avoid Weak Verbs.

**is in conflict with = conflicts**  
**has the ability to = can**  
**gave a summary of = summarized**  
**come to the conclusion = conclude**

Avoid Using Too Many Prepositions.

**with the exception of = except for**  
**in reference to = about**  
**in order that = so**  
**in order to provide = to provide**  
**at the present time = now**

Keep Modifiers Next to the Words they Modify.

**The groundwater associated with the H-Area Tank Farm Groundwater OU flows west towards Fourmile Branch *based on existing monitoring data*.**

**Revised: *According to existing monitoring data*, the groundwater associated with the H-Area Tank Farm Groundwater OU flows west towards Fourmile Branch.**

Avoid Long Interjections Between Related Words.

**The contaminated groundwater in the water table aquifer beneath the H-Area Tank Farm, *if not addressed by implementing the response action selected in this Record of Decision*, could present a risk to future industrial workers at the H-Area Tank Farm.**

**Revised: *If the response action selected in this Record of Decision is not implemented*, the contaminated groundwater in the water table aquifer beneath the H-Area Tank Farm could present a risk to future industrial workers at the H-Area Tank Farm.**

## 4.2 Put action in Your Verbs

Look for the following sentences to identify places where your verb needs action.

Sentences that begin with *there are* or *it is*

**Instead of *There are no other factors affecting.....***

**Use *No other factors affect .....***

Sentences that use some form of the verb *to be*, such as *is*, *was*, *will be*, and so on

**Instead of** *The cap is a protection against....*

**Use** *The cap protects against...*

Sentences in which an important word ends with one of the following suffixes: *-tion*, *-ment*, *-ing*, *-ion*, *-ance*

**Instead of** *The three parties made the recommendation that .....*

**Use** *The three parties recommended that.....*

Use the Active Voice Often, the Passive Voice Selectively.

The active voice is more concise and forceful than the passive voice. The passive voice is wordier and, by nature, evasive.

**Passive:** It is acknowledged by the three parties to the FFA (10 words)

**Active:** The three parties to the FFA acknowledge (7 words)

There are times when the passive voice is appropriate: when the agent, or subject, does not need to be known (e.g., the embezzlement scheme was exposed) or when the agent is unknown or unimportant.

Emphasize the Most Important Point of Your Communication.

Try to direct your reader toward the most important information in your sentences or paragraphs. Place key information at the end of a sentence and in the main clause of the sentence.

### Use Transitional Words.

Your reader will be better able to follow the continuity of your argument or presentation if you use transition words. They provide the link that helps the reader when shifts in topic occur.

**Time:** after, before, during, until, while

**Space:** above, below, inside

**Cause and effect:** as a result, because, since

**Similarity:** as, furthermore, likewise, similarly

**Contrast:** although, however, nevertheless, on the other hand

### Use Echo Words.

Echo words are a word or phrase that reminds the reader of information previously encountered. They carry a reader from one sentence to the next.

**Before document revision, the PT must obtain *concurrence*. This *concurrence*.....**

Place transitional and echo words at the beginning of the sentence. When these words are placed at the beginning of the sentence, they immediately signal the relationship.

### Vary Your Sentence Length and Structure.

Avoid monotony and loss of emphasis by varying syntactical arrangements in sentences. Try using longer sentences for supporting explanations and relationships; use shorter ones for emphasis.



Use Words Accurately.

Look out for confusion that arises because inappropriate adjectives, nouns, and verbs are used (e.g., don't call a characteristic a factor and a factor a characteristic).

Maintain Parallel Arrangements in Lists, Items in a Series, etc.

Non-parallel

**Evaluations of site-wide surface soils will address the following:**  
**levels of anthropogenic contamination and**  
**documenting concentration ranges of naturally occurring chemicals.**

Parallel

**Evaluations of site-wide surface soils will address the following:**  
**levels of anthropogenic contamination and**  
**concentration ranges of naturally occurring chemicals**

## Chapter

# 5

## 5.0 Word List

The following word list contains words and phrases that occur frequently in SRS documents and often cause problems for authors. For further reference, see the Westinghouse *Word List* or consult your dictionary.

Abbreviations used here are as follows: adj. = adjective; adv. = adverb; n. = noun; pl. = plural; sing. = singular; t. = trademark; and v. = verb.

### A

aboveground (adj.)	accommodate
acknowledgement	addendum (sing.), addenda (pl.)
airborne	air-cool (v.), air-cooled (adj.), air cooling (n.)
air-dry (v.), air -dried (adj.)	airflow
air lock	allocate
appendix (sing.), appendices (pl.)	areal (adj.)(pertains to area) (aerial – from the air)
as-built, as-builts	assure (to promise)

### B

backpressure	backup (n.), back up (v.)
bandwidth	base case
baseline	blackout (n.), black out (v.)
blowdown (n.), blow down (v.)	boiloff (n.), boil off (v.)
boot up (v.), bootup (n.)	burnup (n.), burn up (v.)
breakdown (n.), break down (v.)	byproduct
breakthrough (n.), break through (v.)	buildup (n.), build up (v.), built-up (adj.)
breakup (n.), break up (v.)	bypass (n., v.)

## **C**

can (implies capability)	cannot
centerline	cleanup (adj., n.)
climactic (climax)	climatic (climate)
cold-rolled (adj.)	commitment
constructibility	contaminant (n.), contaminate (v.)
co-operator (n., operates a plant with another entity)	criterion (sing.), criteria (pl.)
cross section (n.), cross-section (adj., v.)	

## **D**

database	datum (sing.), data (pl.)
the department ( USDOE, but not “the DOE”)	device (n.)
devise (v.)	disc (biological)
disk (nonbiological)	downtime

## **E**

e.g., (for example; always follow with a comma)	electropositive
eluent (n.), eluate (n.), elute (v.)	ensure (make certain)

## **F**

federal, state, and local (no initial capital letters)	feedback (n.)
feedstock	feedwater
fiberglass (but fiberglass (t.))	filterable
flowchart	flow diagram
flowmeter	flow pattern
flow rate	flow sheet
flow valve	follow out (v.)
follow on (v.), follow-on (adj., n.)	follow-through (n.), follow through (v.)
follow up (v.), follow-up (n., adj.)	Fourmile Branch
fresh water (n.), freshwater (adj.)	freon (t.)
full-length (adj.)	full-scale (adj.)
full-size (adj.)	full-time (adj., adv.)

## **G**

gases (pl; not gasses)

ground-penetrating radar

ground wire

gauge (not gage)

groundwater (n., adj.)

## **H**

half-life (n.)

heat-treated (adj.)

## **I**

immersible

incorporated in (not incorporated into)

in-house (adj., adv.)

in vitro

incoming

incur, incurred

in situ (adj., adv.) (not in-situ)

ion exchange (adj.) (n., process)

## **J**

jobhour

judgment (not judgement)

jobsite

## **L**

landfill

leakproof

left hand (n.), left-hand (adj.)

lead time

leaktight

long-term (adj.), long term (n.)

## **M**

makeshift

man-hour (prefer jobhour)

matrix (sing.), matrices (pl.)

microprocessor

midpoint

modeling (not modelling)

make up (v.), makeup (n.; adj.)

man-made (prefer manufactured)

memorandums (pl; not memoranda)

midday

mockup(n.), mock up (v.)

multisite (no hyphen)

## **N**

nonabrasive (not unabrasive)

non-steady-state conditions

no(s.) (numbers; abbreviate only in tables)

## **O**

off-center

offload

offset

offshoot

offsite

onboard (adj.), on board (adv.)

ongoing

online (adj.), on line (adv.)

onsite

on-the-job (adj.), on the job (adv.)

orient, oriented (v.,adj.; not orientate,  
orientated)

output

## **P**

part-time (adj; adv.), part time (n)

phase 1, 2, etc. (but first phase (n. and adj.)

post-remedial

preventive (not preventative)

printout (n), print out (v.)

pump house

## **R**

radius (sing.), radii (pl.)

radix (sing.), radices (pl.)

readout (n.), read out (v.)

reentry

reedit (one word)

reexamine (one word)

re-form (to form again)

re-treat (to treat again)

right hand (n.), right-hand (adj.)

right-of-way

## **S**

semiopaque (n., adj.)

semiconductor (n. adj.)

setup (n.), set up (v.)

shutdown (n. adj.), shut down (v.)

stand-alone (n, adj.)

standpipe

startup (n., adj.), start up (v.)

Site (if used for SRS)

steel-toed (adj.)

state of the art (n.), state of the art (adj.)

stormwater

straight time/overtime

subcrustal (one word)

sulfur (not sulphur)

**T**

tie-in

time frame

timetable

topsoil

**U**

under way (adv.) underway (adj.)

USDOE

uptake

USEPA

**V**

vortex (sing.), vortexes (pl.)

vs (versus; no period)

**W**

walkover

wastewater

water-cooled

waterproof

watertight

wavelength

whole-body counter

workday (but working day)

work load

workforce (but labor force)

work plan

worksite

**X**

xerox

x ray (n.) x-ray (adj.) x-ray (v.)

## Chapter

# 6

## 6.0 Word Choice

The following list comprises words and phrases that are often misused by writers. The list identifies the correct use of each word.

according to in accordance with	as stated or attested by in agreement or conformance with
affect effect	to produce an effect on something something that inevitably follows an antecedent; (v) to accomplish
among between	use when referring to two or more things use when referring to only two things
amount number quantity	the sum total referring to number refers to something being counted refers to something measured
assure ensure insure	to remove doubt from a person's mind to make certain to provide or obtain insurance (use only when involving monetary compensation for potential loss)
beside besides	at the side of in addition to
can may	implies capability implies permission
climactic climatic	derivative of climax derivative of climate
compose comprise	to form the substance of; to produce to be made up of; to include

continual continuously	occurring steadily but with occasional breaks uninterrupted; refers to time and space and implies continuity
e.g. (exempli gratia)  i.e. (id est)	for example (always precede with a semicolon or parenthesis and follow with a comma)  that is (always precede with a semicolon or parenthesis and follow with a comma)
especially specially	to an exceptional degree particularly, as opposed to generally
farther further	at a greater distance, referring to actual distance to a greater extent or degree, referring to figurative distance; moreover; in addition
few less	used in reference to number used in reference to quantity
radioactive radiological	caused by or exhibiting radioactivity of or related to radiology or nuclear radiation
that which	introduces an essential clause (is not set off by commas) introduces a nonrestrictive clause (is set off by commas)
use utilize	to employ something (preferred over utilize) to make complete use of (implies consumption)